

## **Schoolwires Premium Video App**

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### **Work Smarter. Not Harder.**

- ★ Post videos directly to your website for...
  - Virtual field trips
  - Flipped instruction
  - Recorded classroom lectures or labs
- ★ Less hoops to jump through
  - Can upload videos directly to Schoolwires without using Web 2.0

### Overview:

Upload videos directly to Schoolwires without jumping through hoops with Web 2.0. Visitors to your website can watch your videos instantly without having to wait for them to download or navigate to third party sites to view them. You can set a display duration for a video and indicate a time frame when it is available to watch.

### Premium Video App Best Practice Guideline:

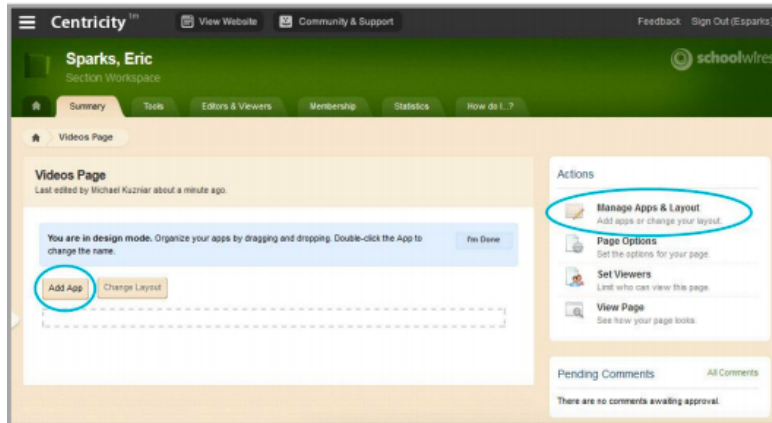
Primarily, this tool is prioritized for the uploading of instructional/educational videos. Such videos can remain on the site indefinitely, if needed. Videos that may be categorized differently (e.g., sports footage) are to be deleted from the site after no more than 30 days. Please ensure a timely removal by setting a calendar reminder to do so. If this guideline is inconvenient, we may explore creating a YouTube channel as an alternative.

## **Step-By-Step**

### Add a page to your workspace:

1. Log into your Schoolwires account and go to **Site Manager**
2. In **Site Manager**, navigate to the workspace to which you wish to add a Premium Video App.
3. Click **New Page**
4. Click **Blank Page**
5. Enter a name for the page. This is the name that users see when navigating the site.
6. Click **Save**. You are returned to the workspace.

### Add a Premium Video App to a page:



1. In **Site Manager** navigate to the workspace page you just created to add a Premium Video App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit mode.



3. Select the Action **Manage Apps & Layout** on the right side under Actions. The page opens in Design mode.
4. Click **Add App**. The Available Apps dialog displays.
5. Click **Premium Video App**. The Premium Video App dialog displays.
6. Accept the default app name Premium Video App or replace it with a different name.
7. Click **Save**. The page displays in Design mode.
8. Click **I'm Done**. The page displays in Edit mode.

#### Add a Video:

1. In **Site Manager**, navigate to the workspace page with the app to which you wish to add a video.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. An edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **New Video**. The New Video dialog opens to the **Record** tab.
5. Enter a Title, Description, Author and Length of the video.
6. Choose one of two video options. Select the **Upload Video to Schoolwires** or the **Enter Video Embed Code** radio button.
  - a. If you select Upload Video to Schoolwires, click **Browse** and choose a video to upload. Videos you upload must be of file type: avi, mov, mpr, 3gp, flv, m4v, or wmv.

- b. If you select Enter Video Embed Code, the Embed Code field displays. Paste the embed code you copied for the video you wish to add to the app into the Embed Code field.

7. Click the **Display Duration** tab and specify dates when the video should appear on the end-user website, if you like.
8. Click the **Tags** tab and categorize the video by adding tags, if you like. Each tag can contain up to 20 alphanumeric characters.
9. Click **Save**. If you are uploading the video to Schoolwires, a message window displays to let you know that the video is being processed. When completed, the message window is dismissed and you are returned to the workspace.
  - a. If you choose to upload a video to Schoolwires, the first frame of the video displays as the video record thumbnail in “Site Manager” and on the end-user website.
  - b. If you choose to enter a video embed code, a default image displays as the thumbnail.

Additional Directions and Features: <http://goo.gl/sZF18u>

- Editing, sorting, and deleting videos
- Deleting a premium video app
- Sharing options
- Enable commenting and rating